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Comptroller

25 November 1952

Acting Chief, Fiscal Division

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Abolition of Form WD 43, Individual Earnings Record, and Contemplated Decentralized Leave System



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1. A meeting was held in this office on 17 November 1952 at which were discussed two items of the above subject. This meeting was attended by [redacted] of the Comptroller's Office; and [redacted] of Machine Records Division of the Office of Administrative Services.

2. It was agreed that effective with the pay period commencing 21 December 1952 Form WD 43, Individual Earnings Record, should no longer be maintained by the Payroll Branch of the Fiscal Division. In lieu thereof, aggregate pay this period machine record cards would be used. A payroll listing would be furnished each pay period as is the present practice.

3. The Machine Records Division will furnish a quarterly listing alphabetically by allotment and by payroll which will show each individual's complete pay status by pay period. This listing will include gross salary, all payroll deductions i.e. bond, tax, retirement etc. and all premium pay i.e. overtime, holiday, night differential etc. and net amount paid. The machine record card will not only serve as an individual earning record but the listing will be used for quarterly reconciliation purposes of fund receipt accounts. At the end of the calendar year 1953, and each year thereafter the Machine Records Division will furnish the Payroll Branch a complete annual listing for each pay period for each individual employee. This listing will be so reproduced as to facilitate its filing in the individual's payroll file.

4. The Machine Records Division has agreed to furnish a current statement of earnings and deductions for all individuals who are separated or transferred. They have further agreed to furnish individual statements requested by the Fiscal Division. These requests, however, will be screened in order to assure that there is an actual need on the part of the employee for this information. The Chief of the Payroll Branch has been instructed to determine the actual necessity for these requests and in no case honor requests from other than the Office of Personnel and/or appropriate Administrative Officers.

5. A continuing study will be made to determine the feasibility of discontinuing the above outlined quarterly listing with the ultimate goal in mind of an annual listing only.

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6. The Payroll Branch will maintain a simplified card file of all employees on the rolls of the Agency which will indicate only the necessary information to assure proper payrolling functions. There is attached a sample card form which, if approved, should be promptly returned as a supply will be needed as early as possible. It was first suggested that the leave record of each individual be made a part of this card form. This would have made a perfect compact single record had not there been the contemplation of a decentralized system. It was therefore agreed to continue the presently used SF 1137 for the remainder of this Fiscal Year, at which time it is hoped that a decentralized leave system can be put into operation. At the present time the Fiscal Division, in conjunction with the Machine Records Division, is engaged in revising the present CIA Form No. 34-42, Time and Attendance Report and Payroll Change Slip, to include the changes necessitated by a decentralized leave system.

7. All members of the Comptroller's Office who attended this meeting are fully aware of the tremendous problem that will be encountered in establishing a decentralized leave system in CIA. It is the consensus, however, that the system will work and that leave will not only be maintained more currently but will be available for reference in the operating areas on a more personal basis.

8. Your comments on the action outlined above will be appreciated.



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Approved 2 Dec 62
[Signature]

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